

# **BYLAWS**

**THE SCHOOL OF ENGINEERING AND COMPUTER SCIENCE  
BAYLOR UNIVERSITY**

**Effective October 23, 2023**

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**BAYLOR UNIVERSITY**

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# **BYLAWS**

## **THE SCHOOL OF ENGINEERING AND COMPUTER SCIENCE**

### **BAYLOR UNIVERSITY**

#### **Preamble**

The Bylaws of the Baylor University School of Engineering and Computer Science ("ECS" or "School") specify governing rules and structure for effective operation of School. The Bylaws govern School's internal operations and shall not supersede any existing policies and regulations of Baylor University.

#### **Article I. Organization of the School**

##### **A. Dean**

The Dean is the chief officer of the School, responsible for the success of its students, staff, faculty, academic and research programs, and partnerships with external organizations, including effective operations of departments; relationships with the larger University and the extended public; student success programs; supervision, assessment and development of faculty and staff; budget; appointments; faculty tenure and promotion; assessment, and planning. The University looks to the Dean for recommendations about programs; staffing; faculty promotion, tenure and review; development needs; and all financial aspects of school operation. The Dean serves at the discretion of the Provost and the President.

##### **B. Other School Administration**

Subject to university policies and approval from the Office of Provost, the Dean may appoint Associate and Assistant Deans, and Department Chairs for operations of the School. These administrators have responsibilities as assigned to them by the Dean and serve at the discretion of the Dean.

##### **C. School Faculty**

###### **1. Composition**

The faculty ("Faculty") consists of the following two categories of members of the School: tenured and tenure-track faculty and non-tenure-track faculty. The tenured and tenure-track faculty members hold ranks of Assistant Professor, Associate Professor, and Professor. The non-tenure-track faculty members hold ranks of Lecturer, Senior Lecturer, Teaching Professor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Emeritus Professor, Research Assistant Professor, Research Associate Professor, Research Professor, Adjunct Professor, Visiting Professor, and other non-tenure-track faculty appointments authorized by the university policies.

###### **2. Voting Membership**

All tenured and tenure-track faculty and full-time permanent non-tenure-track faculty, except Visiting Faculty and Emeritus Professors.

###### **3. Faculty Assembly**

The governance of the School is shared between Faculty and administration. The faculty shall meet at least once for each semester (referred to as the Faculty Forum).

- **Meeting Call and Agenda**

Meetings shall be called by the Dean independently or with the written request of at least 1/3 of the Faculty with voting privileges. Issues requiring a vote should be included in the agenda of the meeting and background information on such issues should be made available to the Faculty not less than one week prior to the meeting.

- **Meeting Facilitation**

Meetings shall be facilitated by the Dean or his/her designee. The meetings shall be governed by the most recent revision of Robert's Rules of Order. A quorum shall consist of a majority of the voting-eligible Faculty members. A vote is passed by majority of the members in attendance. Absentee voting is not permissible except for legitimate absences approved by the Dean. Minutes of the meetings shall be recorded, filed, and distributed to the faculty.

#### **D. School Units**

The School shall be organized into Departments that consist of one or more academic programs and support units. Each Department shall be managed by a Department Chair who represents the faculty of all programs in the Department and each support unit will be led by a Director who represents all staff within the unit.

##### **Department Chair**

The Department Chair is responsible to the Dean and the departmental faculty for all operational aspects of the Department. The Department Chair is required to be at or above the rank of Associate Professor.

##### **Unit Director**

The unit Director is responsible to the Dean and the unit staff for all operational aspects of the unit. The unit Director is required to be a full-time staff member.

### **Article II. Committees**

The following councils and committees shall exist to execute the mission of the School.

#### **A. Academic Council**

The Academic Council (AC) consists of the Dean, Associate and Assistant Deans, Department Chairs, unit Directors, and Chair of the Faculty Governance, Assessment, and Space Committee. Dean or his/her designee serves as the Chair of AC. Regular meetings will be called by the Dean. The Academic Council provides overall leadership of the school.

#### **B. Dean's Council**

The Dean's Council (DC) consists of the Dean, Associate and Assistant Deans, Department Chairs, unit Directors and other members designated by the Dean. Dean or his/her designee serves as the Chair of the council. Regular meetings will be called by the Dean.

The duties of the councils include but are not limited to:

- development of a culture for open exchange of ideas and opinions among all departments, support units, and the Dean's Office;
- leadership for discussion and formulation of short-term and long-term planning for the School; and
- timely dissemination of pertinent information to members of the School.

## C. Standing Faculty Committees

The School has the following standing committees:

- Governance, Assessment, and Space Committee
- Graduate Programs and Research Committee
- Outreach, Inclusion, and Belonging Committee
- Scholarship and Honors Committee
- Undergraduate Curriculum Committee
- Lab Safety Committee

### 1. Governance, Assessment, and Space Committee

- **Responsibilities of Committee**

The committee is responsible for co-developing and co-revising School policies and operational procedures, overseeing the overall assessment efforts of the School's academic and non-academic programs, developing criteria for assigning available spaces within the School, and developing relevant recommendations to AC and Faculty.

- **Composition of Membership**

The committee consists of a representative from each academic program and one additional member appointed as the Dean's representative. Each member will serve a two-year term. Committee members cannot serve more than two consecutive terms.

### 2. Graduate Programs and Research Committee

- **Responsibilities of Committee**

The committee is responsible to oversee the operations of graduate programs within the school and to develop best research practices. The committee makes recommendations regarding proposed changes to the Dean or his/her designee.

- **Composition of Membership**

The committee consists of graduate curriculum committee representatives from each Department, appointed by the Department Chairs, and one additional member, appointed as the Dean's representative. Each member will serve a two-year term. Committee members cannot serve more than two consecutive terms.

### 3. Outreach, Inclusion, and Belonging Committee

- **Responsibilities of Committee**

The committee is responsible for developing and overseeing the School's engagement activities and programs working with a variety of internal and external communities. This committee will make recommendations to AC and Faculty on best practices in outreach, recruiting, inclusion, and belonging.

- **Composition of Membership**

The committee consists of one representative from each Department and two designees of the Dean. Each member will serve a two-year term. A career development officer and the Marketing and Communications Director of the School will serve as non-voting members of the committee. Committee members, with the exception of the career success professional and the Marketing and Communications Director, cannot serve more than two

consecutive terms.

#### 4. Scholarship and Honors Committee

- **Responsibilities of Committee**

The committee is responsible for developing criteria for awarding scholarships and honors available in the School, reviewing applicants and making recommendations to AC for awarding the recognitions.

- **Composition of Membership**

The committee consists of one faculty member from each Department, the Assistant Dean of Student Services, a Dean's designee and the School representative from the University Development Office. The Assistant Dean of Student Services and the development officer serve as non-voting members. Faculty members on the committee will serve a two-year term. Each committee member, with the exception of the Assistant Dean of Student Services and the development officer, cannot serve more than two consecutive terms.

#### 5. Undergraduate Curriculum Committee

- **Responsibilities of Committee**

The committee is responsible to review proposed undergraduate program curriculum changes submitted by Departments. The committee makes recommendations regarding proposed changes to the Dean or his/her designee.

- **Composition of Membership**

The committee consists of one representative from each Department and one additional member appointed by the Dean. Professional advisors are non-voting members of the committee. Each member, with the exception of professional advisors, will serve a two-year term. Faculty cannot serve more than two consecutive terms.

#### 6. Lab Safety Committee

- **Responsibilities of Committee**

The committee is responsible to create a lab safety manual, carry out the policies and procedures stated in the manual, perform an annual inspection of each laboratory, and discuss ways to improve the overall safety. The committee will meet twice per semester.

- **Composition of Membership**

The committee consists of one representative from each department, the Director of Technology and Facilities, the Assistant Dean of Operations, and a representative from Environmental Health and Safety. The Assistant Dean of Operations serves as a non-voting member. Faculty members will serve a two-year term and cannot serve more than two consecutive terms.

#### D. Committee Leadership: Election, Role, and Term

Each committee will select a Chair to serve for the entire academic year during the academic year's first committee meeting. The Chair is responsible to call for meetings and to facilitate discussions. The Chair is also responsible to ensure the validity of any documents produced by the committee. A Chair can serve no more than two consecutive one year terms on the same committee.

### **E. Ad Hoc Committees**

Ad hoc committees will be established based on needs of the School, called by the Dean. The composition of the committees and their responsibilities shall be established at the time of formation of the committees. Once the purpose of an ad hoc committee is fulfilled, the committee will be dissolved immediately.

### **Article III. School Policies**

Rules of procedure or practice adopted by the Faculty shall be known as School Policies.

### **Article IV. Amendments to Bylaws**

The amendment of these bylaws is governed by the process described in Article I. Any amendment must be recommended to the Dean by at least one-third of voting eligible faculty members of the School.

### **Article V. Revision History**

3/25/2024

- A Lab Safety Committee was added.
- The composition of the Scholarship and Honors Committee was changed to include Assistant Dean of Student Services.
- The word 'permanent' was added on C.2. to differentiate from temporary non-tenure faculty.

10/17/2024

- Expand the Outreach Committee to 'Outreach, Inclusion, and Belonging' and add an additional Dean's designee since the scope of the committee is expanded.
- Update the length of committee chair term.